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Ontario Department of Education

REGULATIONS

OF THE

Continuation Schools

WITH

APPENDICES

Legislative Grants

Requirements and Grading of Accommodations

1935

ONTARIO

TORONTO

Printed and Published by T. E. Bowman, Printer to the King's Most Excellent Majesty

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REGULATIONS

NOTE.—*In the following Regulations, Department means the Department of Education; Minister, the Minister of Education; and Regulations, the Regulations of the Department of Education. Except where otherwise evident, the term Board includes Public and Separate School Boards.*

ESTABLISHMENT OF SCHOOLS

1. (1) A Continuation School may be established when, as reported by the Continuation School Inspectors, the following conditions are complied with to the Minister's satisfaction:

(*a*) There shall be: (i) A reasonable prospect of the Continuation School being efficiently maintained.

(ii) Adequate and suitable accommodations as prescribed in Appendix B (pages 20 *et seq.*).

(iii) Adequate and suitable equipment as prescribed in Appendix B (page 27).

(iv) An adequate and suitable staff of legally qualified teachers.

(*b*) Where practicable Public and Separate School Boards which desire to establish a Continuation School should unite as provided in Section 2 (3) of *The Continuation Schools Act.* Where, however, such union is impracticable by reason of either a Public or a Separate School Board being unable or unwilling to bear its share of the cost of establishing and maintaining a Continuation School, the Minister may approve of the establishment of a Continuation School under one of the Boards; but, in that case, the school shall be open to the children of the supporters of both Public and Separate Schools on the terms provided in Section 5 of *The Continuation Schools Act,* and, subject to the Minister's decision in the case of disagreement, shall be conducted under conditions as to staffs and accommodations that are acceptable both to Public and to Separate School supporters.

(2) (*a*) There shall be three grades of Continuation Schools, established under the provisions of *The Continuation Schools Act,* Grades A, B and C.

(*b*) In Grade A, at least the time of three teachers shall be given to the work of the Continuation School; in Grade B, at least the time of two teachers and less than the time of three; and in Grade C, at least the equivalent of the time of one teacher and less than the time of two.

ORGANIZATION AND MANAGEMENT

2. (1) In every Continuation School the head teacher shall be called the Principal and the other teachers Assistants.

(*a*) Every teacher shall be legally qualified for the position which he holds.

(*b*) The minimum qualification for the teacher of Art shall be an Elementary certificate; of Household Science, and of Agriculture and Horticulture, an Intermediate certificate.

(2) In order to secure due organization and economy of effort, the division of a subject among the teachers should be avoided, except where other important considerations prevail.

NOTE.—A reasonable division of subjects among the competent members of the staff is sometimes desirable in order to permit for a time the intermission of the study of suitable subjects and to prevent the evils of monotony and of an excessive burden of class exercises.

QUALIFICATIONS OF TEACHERS

PRINCIPAL OF A GRADE A SCHOOL

3. (1) The Principal of a Grade A Continuation School shall hold a certificate of graduation as Bachelor or Master of Arts, Bachelor or Master of Science, Bachelor of Commerce, Bachelor of Agriculture, or Bachelor of Applied Science, from a British University, after a regular university course approved by the Minister of Education as to entrance requirements and as to content of undergraduate courses; and in addition shall hold *one* of the following:

(*a*) A High School Principal's certificate, *or*

(*b*) A Permanent High School Assistant's certificate, *or*

(*c*) An Interim High School Assistant's certificate. The holder of this Interim certificate shall have had three years' successful experience as a teacher in Ontario, one year of which shall have been in a Continuation School.

PRINCIPAL OF A GRADE B SCHOOL

(2) The Principal of a Grade B Continuation School shall hold one of the following:

(*a*) A Permanent High School Assistant's certificate , *or*

(*b*) A Permanent First Class certificate, *endorsed* as valid for the Principalship of a Grade B or Grade C Continuation School.

NOTE.—To obtain endorsement the teacher must have completed:

(i) (*a*) The Honour Course in Arts of the second or higher year of any British University, or the General or Pass Course in Arts of the second or higher year of any British University in *English* and in four of the following subjects: *History, Mathematics, Physics, Chemistry, Biology, Latin, French.* A course in any subject of the third or the fourth year of the University, when certified by the Registrar as equivalent, may be substituted for any subject of the second year.

or

(*b*) The second year of the regular course leading to the degree of B.S.A. of the Ontario Agricultural College.

or

(*c*) The two years' course for a First Class certificate provided at the Normal Schools.

(ii) Two Departmental summer courses or the equivalent thereof as provided during the course in a Normal School or in the Ontario College of Education.

(iii) Two years' successful experience as a teacher in Ontario, one year of which shall have been in a Continuation School, as certified by the Inspector or Inspectors concerned.

PRINCIPAL OF A GRADE C SCHOOL

(3) (*a*) In a Grade C school where the full time of one teacher and at least half the time of an Assistant teacher is given to Continuation School work, the Principal shall hold the same qualifications as those prescribed for the Principal of a Grade B school.

(*b*) In a Grade C school where only one teacher is employed, the Principal shall hold either a High School Assistant's certificate, Interim or Permanent, or a First Class certificate, Interim or Permanent. In addition he shall hold an Elementary certificate in Art and one of the following certificates: Conversational French, Refresher Science, Elementary Physical Culture, Elementary Vocal Music, Intermediate Agriculture, Intermediate Household Science.

ASSISTANTS IN CONTINUATION SCHOOLS

(4) An Assistant in a Continuation School shall hold *either*:

(*a*) A High School Assistant's certificate, *Interim* or *Permanent,* or

(*b*) A First Class certificate, *Interim* or *Permanent,* and

(i) One of the following certificates: Intermediate Agriculture, Intermediate Household Science, Supervisor (or Specialist) Art, or

(ii) Two of the following certificates: Conversational French, Refresher Science, Elementary Art, Elementary Physical Culture, Elementary Vocal Music.

After September 1, 1936, the Assistant in a Grade A or Grade B Continuation School shall hold a High School Assistant's certificate, *Interim* or *Permanent.*

TEMPORARY CERTIFICATES

(5) If, after duly advertising and offering an adequate salary, a Board is unable to obtain a legally qualified teacher, a temporary certificate (for all or a part of the current school year) may be granted by the Minister to a suitable person on the application of the Board, but, in such case, a reduction may be made in the Legislative grant. See Appendix A, Contingency of Grants.

(6) In the case of substitute teachers without legal qualifications, appointed in an emergency, no engagement for longer than two weeks shall be made without the formal consent of the Minister on the application of the Board.

DUTIES OF STAFF

4. (1) The Principal of a Continuation School shall have supreme authority in all matters of discipline in his own school.

(2) When the Public and Continuation Schools occupy jointly a school building or school grounds, the authority of the Principal of the Continuation School shall be supreme in all matters of discipline in those parts of the accommodations which the schools occupy in common.

(3) It shall be the duty of the Principal:

(*a*) To admit no pupil who is not eligible for admission under the High School Entrance Regulations.

(*b*) To admit no pupil who has been enrolled in another Continuation School or in a High School, unless he presents a letter of honourable dismissal from the Principal of the school he last attended. In the event of a dispute, the parties thereto shall submit full particulars of the question to the Inspector of the school into which the pupil seeks admission.

(c) To be responsible for the registration of pupils, and to keep such records and make such reports as may be required from time to time by the Board or by the Department of Education.

(*d*) To see that a uniform system of marking the attendance is observed throughout the school, and that a permanent record is kept of the school history of every pupil.

(4) It shall be the duty of the Principal:

(*a*) To determine the number of Forms, the number of pupils to be assigned to a Form, the pupils to be so assigned, and to make such reassignments and transfers of pupils, by way of promotion or otherwise, from one Form to another, as from time to time he may deem advisable.

(*b*) To determine the order in which the subjects in each form shall be taken up by the students and to assign the subjects of the course of study among the teachers, subject to the Regulations.

(*c*) To exercise general supervision over the homework assigned by the members of his staff and to call his staff together from time to time for the discussion of matters affecting the welfare of the school.

(*d*) To explain to the pupils their duties, the courses of study and the requirements of the examinations for which they may be preparing, and such of the provisions of the Law and Regulations as apply to them.

(5) It shall be the duty of the Principal:

(*a*) To make, as far as practicable, suitable arrangements for the oversight and comfortable accommodation of those pupils whom he has permitted to present themselves in the school building before 8.45 a.m., and of those whom he has permitted to remain in the school building during the noon recess or after the close of school; also for the supervision of the playgrounds.

(*b*) To give attention to the health and comfort of the pupils, to the cleanliness, temperature, and ventilation of the school building, to the care of all maps, apparatus and other school property, to the preservation of shade trees, and to the appearance of the playgrounds.

(*c*) To report promptly to the Board and to the municipal health officer the appearance of any infectious or contagious disease in the school, or the unsanitary condition of the school building, lavatories, or surroundings.

(*d*) To refuse admission to the school of any pupil whom he believes to be affected with, or exposed to chickenpox, smallpox, cholera, glanders, scarlet fever, scarlatina, diphtheria, whooping cough, measles, mumps, consumption, or other infectious or contagious disease, until furnished with a certificate of a medical health officer that all danger that would arise from the presence of such pupil has passed.

(*e*) To suspend any pupil guilty of persistent truancy, or persistent opposition to authority, habitual neglect of duty, the use of profane or improper

language or conduct injurious to the moral tone of the school, and to notify the parent or guardian of the pupil, and the Board, of such suspension.

NOTE.—The parent or guardian of any pupil so suspended may appeal against the action of the principal to the Board, which shall have power to remove, confirm, or modify such suspension.

(6) If the parent or guardian, after reasonable notice by the Principal, fails to pay the school fees of his child or ward, or to provide him with the text-books or other supplies required in his course of study or to pay the fees imposed for such purpose by the Board, the Principal shall notify the Board promptly of such neglect, and the Board may suspend the pupil, or it may itself provide the needed text-books and supplies and may exempt the pupil from the payment of fees.

(7) If a pupil injures or destroys school property, the Principal shall report the matter to the parent or guardian, and if within a reasonable time the parent or guardian fails to make good the damage, the Principal shall submit the matter promptly to the Board for settlement.

(8) When so requested the Principal shall furnish the Minister or the Inspector with any information which it may be in his power to give respecting the condition of the school premises, the discipline of the school, the progress of the pupils, and any other matter affecting the interests of the school, and shall prepare such reports to the Board as it may require.

(9) It shall be the duty of the assistant teachers to be responsible for effective instruction and training in the subjects assigned to them, for the class management and discipline in their own class-rooms, for active co-operation with the Principal in the maintenance of discipline and in fostering *esprit de corps* in the school.

(10) Every teacher should be in his place in the school at least fifteen minutes before the opening of the forenoon session and at least five minutes before the opening of the afternoon session.

DUTIES OF PUPILS

5. (1) (*a*) A pupil registered in a Continuation School shall attend punctually and regularly.

(*b*) He shall be neat and clean in his person and habits, diligent in his studies, kind and courteous to his fellow pupils, obedient and respectful to the teachers, and shall submit to such discipline as would be exercised by a kind, firm and judicious parent.

(2) (*a*) A pupil on returning to school after absence shall give the Principal, from the parent or guardian, orally or in writing, as may be required by the Principal, the reason for his absence. If this reason is not satisfactory, the Principal shall communicate with the parent or guardian, and, in the event of no satisfactory explanation, he may refuse the pupil admission thereafter, but, in that case, he shall submit the question forthwith to the Board for final settlement.

(*b*) A pupil may retire from the school at any hour with the consent of the Principal, or at the request, either oral or written, of his parent or guardian. If, however, the Principal has reason to believe that an unjustifiable use is

being made of this privilege, and is unable to secure due amendment, he shall submit the question forthwith to the Board for settlement.

(*c*) A pupil shall be responsible to the Principal for his conduct on the school premises and on the way to and from the school, except when accompanied by his parent or guardian or by some person appointed for this purpose by such parent or guardian.

DAILY SESSIONS

6. (1) Unless otherwise directed by the Board with the approval of the Minister, the pupils attending a Continuation School shall assemble for study at nine o'clock in the forenoon, and shall be dismissed not later than four o'clock in the afternoon, but the hours of the daily sessions and the dates for the opening and closing of the school for each term shall be the same as those for the Public or the Separate School under the same Board.

(2) Such recesses at noon and during the forenoon and afternoon shall be allowed as the Board may approve; but in no case shall the number of school hours be less than five hours a day, including the recesses in the forenoon and afternoon.

COURSES OF STUDY

7. The courses of study in Continuation Schools are the same as those for High Schools and are outlined in the pamphlet entitled, "Courses of Study and Examinations of the High Schools, Collegiate Institutes and Continuation Schools".

LIMITATIONS

8. (1) On account of the small staffs in Continuation Schools, certain limitations must be made regarding optional subjects.

(2) Not more than two languages besides English may be taught.

(3) Except on the report of the Continuation School Inspector and with the approval of the Minister, obtained beforehand, only Lower School courses may be taken in a Continuation School with only one teacher.

(4) None of the Upper School courses may be taken in a Continuation School with a staff of only two regular teachers.

(5) Except on the report of the Continuation School Inspector and with the approval of the Minister, obtained beforehand, none of the Upper School courses may be taken in a Continuation School.

(6) The courses in Manual Training, Household Science and Agriculture and Horticulture may be taken in any school when approved by the Minister.

RELIGIOUS EXERCISES AND INSTRUCTION

9. (1) (*a*) Every Continuation School shall be opened with the reading of the Scriptures and the repeating of the Lord's Prayer and shall be closed with the Lord's Prayer or the prayers authorized by the Department of Education; but no pupil shall be required to take part in any religious exercises objected to by his parent or guardian.

(*b*) (i) In schools without suitable waiting-rooms, or other similar accommodation, if the parent or guardian demands the withdrawal of a pupil while the religious exercises are being held, such demand shall be complied with, and the reading of the Scriptures shall be deferred in inclement weather until the closing.

(ii) To secure the observance of this Regulation, the teacher, before commencing a religious exercise, shall allow the necessary interval to elapse, during which the children or wards of those, if any, who have signified their objection may retire.

(*c*) If the parent or guardian objects to his child or ward taking part in the religious exercises, but directs that he shall remain in the school room during such exercises, the teacher shall permit him to do so, provided that he maintains decorous behaviour during the exercises.

(*d*) If, in virtue of his right to be absent from the religious exercises, any pupil does not enter the school room till the close of the time allowed for religious exercises, such absence shall not be treated as an offence against the rules of the school.

(*e*) When a teacher claims to have conscientious scruples in regard to opening or closing school as herein prescribed, he shall notify the Board to that effect in writing; and it shall then be the duty of the Board to make such provision as it may deem expedient for the carrying out of the requirements of (1) (*a*) above.

(2) (*a*) The Scriptures shall be read daily and systematically; the parts to be read may be taken from the Bible, or from the Scripture Readings adopted by the Department for that purpose, or from the Selected Scripture Readings of the International Sunday School Association, as the Board by resolution may direct.

(*b*) A Board may also order the reading of such parts by both pupils and teachers at the closing of the school, the repeating of the Ten Commandments at least once a week, and the memorization of passages selected by the Principal from the Bible.

(*c*) If the Board does not pass the resolution provided for in (*a*) above, the Principal shall make the selection himself, and shall promptly notify the Board of his action. Such action may be revised by the Board at any time thereafter.

(3) (*a*) A clergyman of any denomination shall have the right, and it shall be lawful for the Board to allow him, to give religious instruction to the pupils of his own church, in each school house, at least once a week, after the hour of closing the school in the afternoon.

(*b*) Under the same conditions, a clergyman, selected by the clergymen of any number of denominations, shall also have the right to give religious instruction to the pupils belonging to such denominations.

(*c*) If the clergymen of more than one denomination apply to give religious instruction in the same school house, where the number of class-rooms is insufficient for all at the same time, the Board shall decide on what day of the week a room shall be at the disposal of the clergyman of each denomination, at the time above stated.

(4) Emblems of a denominational character shall not be exhibited in a Continuation School during regular school hours.

AUTHORIZED TEXT-BOOKS

10. (1) (*a*) A teacher shall not use or permit to be used as a text-book in a Continuation School any book except such as is authorized by the Regulations, and the Minister, upon the report of the Inspector, may withhold the whole or any part of the Legislative grant in respect of any Continuation School in which any unauthorized book is so used.

(*b*) Subject to the Regulations, an authorized text-book in actual use in a Continuation School may, with the written approval of the Board, be changed by the teacher for any other authorized text-book on the same subject.

(2) As may be determined by resolution of the Board of School Trustees, the books for Supplementary Reading, as prescribed by the Regulations and as selected by the Principal and approved by the Inspector, shall be provided by the pupils for their own use or by the Board of School Trustees in the school library for the use of the pupils in the different forms in numbers satisfactory to the Principal and approved by the Inspector. The list of such books shall include the four books in English Literature to be read by candidates for a Departmental Examination.

(3) No text-books are authorized in Art, Agriculture and Horticulture, Manual Training and Household Science, but suitable reference books, selected by the Principal and approved by the Inspector, shall be provided in the school library by the Board of School Trustees for the pupils' use in numbers satisfactory to the Principal.

(4) For Religious Instruction in Continuation Schools, the Sacred Scriptures, or the Selected Scripture Readings of the International Sunday School Association, or the Bible Readings published by The Macmillan Company, Limited, Toronto, and issued for the approval of School Boards by consent of the Department of Education, shall be used as prescribed by the Regulations of the Department of Education.

(5) Any book the authorization of which expires in June of any year, may be continued in use for one school year, provided that the Boards of School Trustees pass a resolution to that effect on or before the opening of the schools in September of the year during which the use of the book is desired; this resolution to be shown to the Inspector on his next visit.

(6) (*a*) The Principal shall submit to the Inspector at his official visit a copy of each of the resolutions provided for in (2) and (5) above, and in (8) below, duly dated and certified by the Secretary of the Board of School Trustees.

(*b*) It shall be the duty of the Inspector to see, at his first visit to each school after the receipt of this Circular, that the resolutions of the Board of School Trustees referred to in 6 (*a*) have been duly passed, and, when necessary, from time to time thereafter, that the provisions of the Regulations have been duly carried out in the school.

(7) Books authorized for use in Forms IV and V of the Public Schools are authorized for use by pupils taking the corresponding subjects in the Lower School of Continuation Schools.

(8) For the High School Upper School courses any books may be used which have been recommended by the Principal and approved by resolution of the Board of School Trustees. If no change has been made since the passing of this resolution in a former year, another resolution is not necessary.

(9) Any edition of the Literature texts in English or French, prescribed for the examinations of the Department of Education or for Matriculation into the University of Toronto, may be used in the schools with the approval of the Principal, but no annotated editions of such texts in English, used in the Lower or Middle Schools, shall cost more than 50 cents.

(10) Boards of School Trustees shall provide in the school library a supply of Wild Plants of Canada, *revised edition* (W. J. Gage & Co., 75 cents), or of other Floras sufficient for class use by the pupils, but pupils will find it to their advantage to purchase copies of their own.

TEACHERS' INSTITUTES

11. Attendance at Teachers' Institutes is optional on the part of the teachers of Continuation Schools, but attendance is strongly recommended by the Minister. Principals may close one or more of the school grades for all or part of the time of the Institute meetings to allow the staff or members thereof to take part in the proceedings, and the teachers so set free shall attend the meetings under the same conditions as the ordinary members.

INSPECTION

Powers and Duties of Continuation School Inspectors

12. (1) Every Continuation School Inspector, while officially visiting a school, shall have supreme authority in the school, and may direct teachers and pupils in regard to discipline or to any or all of the exercises of the school.

(2) He shall make enquiry and examination, in such manner as he may think proper, into the qualifications and the efficiency of the staff, the adequacy and the suitability of accommodations and equipment of the school, and all matters affecting the progress and the health and comfort of the pupils.

(3) He shall report to the Minister, with his recommendations, the result of his enquiry and examination, within ten days after the close thereof. He shall also from time to time report any violation of *The Schools Act* or the Regulations in the case of the schools of which he is Inspector.

APPENDIX A

Legislative Grants

Where the Regulations regarding accommodations, equipment, qualifications of the staff and the courses of study are observed, the annual Legislative grant for Continuation Schools will be distributed in accordance with the following scheme:

I. FIXED GRANTS

(*a*) For Grade C Schools.

(i) When the equivalent of the time of one teacher is given to the work $150 00

(ii) When the whole time of one teacher and at least one-half the time of an assistant teacher is given to the work.... 225 00

(*b*) For Grades A and B 300 00

II. GRANTS ON SALARIES

(*a*) For Grade C Schools.

(i) 30 per cent. of the excess of the Principal's salary over $500; maximum grant $225; and

(ii) 30 per cent. of the excess of half the assistant's salary over $250; maximum grant $100.

Note.—No grant will be made on the salary of an assistant teacher unless he devotes at least half his whole time to the work of the Continuation School. As half the time of the assistant is given to Public School work, only half his yearly salary may be charged for services to the Continuation School.

(*b*) For Grades A and B, thirty per cent. of the excess of the salaries over $1,000 of the Principal and the assistant or of the Principal and one assistant with the next highest salary, as the case may be; maximum $450.

III. GRANTS ON ACCOMMODATIONS

For Grade C Schools

GRADE	Closets	Water Supply	School Premises	School Building	Class-rooms	Laboratory	Halls	Waiting-rooms	Cap-rooms	Teachers' Room	Desks and Laboratory Tables	Blackboards	Lighting	Heating	Ventilation
	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.
I	2 00	1 00	.....	.....	6 00	....	....	....	1 00	1 00	3 50	1 00	1 25	1 25	2 00
II	1 50	75	.....	.....	4 50	....	....	....	75	75	2 75	75	1 00	1 00	1 50
III	1 25	50	.....	.....	3 50	....	....	....	50	50	2 25	50	75	75	1 25
IV	1 00	25	.....	.....	2 75	....	....	....	25	25	1 75	25	50	50	1 00

For Grades A and B Schools

GRADE	Closets	Water Supply	School Premises	School Building	Class-rooms	Laboratory	Halls	Waiting-rooms	Cap-rooms	Teachers' Room	Desks and Laboratory Tables	Blackboards	Lighting	Heating	Ventilation
	$ c.	$ c.	$ c	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	1 c.	$ c.	$ c.
I	4 00	2 00	9 00	4 00	15 00	2 00	2 00	2 00	2 00	2 00	6 00	2 00	4 00	4 00	6 00
II	3 00	1 50	6 75	3 00	11 25	1 50	1 50	1 50	1 50	1 50	4 50	1 50	3 00	3 00	4 50
III	2 00	1 00	4 50	2 00	7 50	1 00	1 00	1 00	1 00	1 00	3 00	1 00	2 00	2 00	3 00
IV	1 00	50	2 25	1 00	3 75	50	50	50	50	50	1 50	50	1 00	1 00	1 50

IV. GRANTS ON EQUIPMENT

(1) In respect of equipment, ten per cent. of the total approved expenditure but so as not to exceed $82.50 in the case of Grade C schools with one teacher, and $112.50 in the case of all other Continuation Schools.

(2) In apportioning the Legislative grant on equipment, the maximum values recognized for each grade of schools shall be as follows:

(*a*) For Grade C schools having only one teacher: Library, $300; Scientific Apparatus, $300; Biological Specimens, $75; Maps, Charts, Globes, etc., $75; Art Models, $75.

(*b*) For all other schools: Library, $450; Scientific Apparatus, $450; Biological Specimens, $75; Maps, Charts, Globes, etc., $75; Art Models, $75.

County Grants

1. (*a*) The county shall pay at least the equivalent of the Legislative grant. (*The Continuation Schools Act,* Section 7 (2) (*a*).)

(*b*) Where the cost of education of county pupils at a Continuation School exceeds the amount apportioned by the Minister and any fees received, the county shall in lieu of the equivalent of the amount apportioned out of the Legislative grant pay to the Board a sum to be calculated as set forth in Section 7 (2) (*b*) and subsections following of *The Continuation Schools Act.*

(*c*) Where a by-law has been passed by the council of a county under subsection 1 of Section 33 of *The High Schools Act* and while such by-law remains in force the same provisions for the cost of education shall apply to the Continuation Schools of the county. (*Continuation Schools Act,* Section 7 (1) (*a*).)

Township Grants

Where a Continuation School is maintained in a rural section, *i.e.,* in a community not an incorporated village or town, the township must pay the same grants for the Principal and Assistants of a Continuation School as would be paid to the Principal and Assistants of a Public School. (*Continuation Schools Act,* Section 2 (7).)

Legislative Grants to District Schools

The yearly apportionment by the Minister of the Legislative grant to each Continuation School in the Districts, which is open and free to pupils resident in the Districts, shall be twice the total of the sums apportioned on the different bases set forth in the case of each grade of school.

(1) Where the Board of a Continuation School in a town, village or township in a District has notified the Department of Education that such a school is open and free to pupils resident in any of the Districts, the Department of Education will pay in lieu of one-half the Legislative grant a sum equal to eighty per cent. of the cost of education of such pupils at the Continuation School whenever this cost of education exceeds one-half the Legislative grant and the fees received by the Board.

(2) Where the Board of a Continuation School in a town, village or township in a county adjacent to a District has notified the Department of Education that such school is open and free to pupils resident in such District the Department of Education will pay for the education of pupils from the District a sum equal to eighty per cent. of the cost of education of such pupils at the Continuation School.

(3) The cost of education shall be calculated in the same manner as fixed by the statute for calculating the part to be paid by a county council to a Board of a Continuation School in a separated town. (*Continuation Schools Act,* Section 7 (3) (*c*).)

(4) The provisions of subsections (1) and (2) above shall not apply to pupils residing in urban areas where, in the opinion of the Minister, the number of pupils and the assessment are such as to make unnecessary any special assistance from the Department of Education in paying for the cost of education of pupils attending Continuation Schools.

Night Schools

Night schools that have complied with the Regulations therefor shall be entitled to the following proportion of the total salaries of the staffs:

In towns, one-half; in villages and in rural sections, two-thirds.

Physical Culture

Grants by the Department of Militia and Defence, Ottawa

(1) For the training of a Cadet Corps during the school year in a Continuation School, an annual allowance of $1.00 per cadet will be paid by the Department of National Defence, Ottawa, on the following conditions:

(*a*) The Cadet Corps shall consist of at least twenty boys, who shall be at least twelve and not more than eighteen years of age.

(b) The Instructor shall possess a certificate of Military Instruction from the Department of National Defence, Ottawa, or be otherwise qualified in accordance with the Cadet Regulations.

(*c*) The work of the Cadet Corps shall be reported to the Minister of National Defence, Ottawa, and the Minister of Education, Toronto, as satisfactory on inspection by a Military Inspecting Officer of the Department of National Defence.

(*d*) The allowance will be calculated on the number of enrolled cadets present at the annual inspection, with the addition of those whose absence can be satisfactorily accounted for to the Inspecting Officer.

(*e*) In the case of Cadet Corps authorized subsequently to March 1st in any year, the proportion of the above allowance, if any, that may be paid will be decided at Militia Headquarters.

(*f*) All claims are to be submitted to Militia Headquarters for approval before payment can be made.

(2) Should the Inspecting Officer be unable to give a certificate of efficiency to a Cadet Corps at the annual inspection, he may recommend a special allowance for the Cadet Instructor. In estimating the amount of this special allowance, the Inspecting Officer will take into consideration the number of drills performed and the number of cadets partially trained. In no case may this special allowance exceed one-half the allowance authorized for an efficient corps.

(3) Upon the certificate of the Inspection Officer a grant towards the provision and upkeep of uniform of $1.00 for each cadet inspected in a complete, serviceable, military uniform, will also be paid annually by the Department of National Defence, Ottawa, to the School Board providing such uniform or to the cadet who has himself provided it. Claims for such allowance must be approved at Militia Headquarters.

Music

(1) On the following conditions an annual grant of $100 will be paid by the Department to the teacher of Vocal Music in a Continuation School who holds an ordinary certificate in Vocal Music, obtained on a Departmental examination therefor.

(*a*) The Inspector's report on the equipment, organization, teaching, and the pupils' proficiency shall be favourable.

(*b*) The course shall be taken in at least each division of the Lower School and the provision therefor in the teacher's time-table shall be at least two half-hours a week, with such additional courses and practice as may be prescribed by the Regulations.

(2) A School Board whose teacher of Vocal Music has earned the special Legislative grant provided for above shall spend, before the close of the current calendar year, $60 for the purchase of equipment for the teaching of Music, approved by the Inspector. Towards the cost of this purchase, duly certified by the Inspector, the Minister will make, until further notice, a special grant of $30.

Manual Training and Household Science

Day Classes

(1) (*a*) No grant shall be made for Manual Training unless at least provision has been made for woodworking and the associated drawing; or for Household Science unless at least provision has been made for sewing, cookery, sanitation and hygiene.

(*b*) When the provision for the Higher Manual Training or Household Science is less than the time of one teacher for five hours and a half for each of five days a week, the General Grant under (2) (*a*) below will be correspondingly decreased; when it is greater, it will be correspondingly increased.

(*c*) No grant shall be paid on the equipment of a Manual Training or Household Science centre in which there has been no class for more than one year.

(2) The Legislative grants for each centre that complies with the Regulations shall be apportioned as follows:

(*a*) A fixed grant for Manual Training of $200 and for Household Science of $120.

(*b*) Ten per cent. of the annual expenditure for teachers' salaries over $600, to a maximum of $200.

(*c*) (i) For Manual Training, for the first year, forty per cent. of the value of the equipment to a maximum grant of $880; and, for each of the three years following, twenty per cent., to a maximum grant of $440.

(ii) For Household Science, for the first year, forty per cent. of the value of the equipment to a maximum grant of $400; and, for each of the three years following, twenty per cent., to a maximum grant of $200.

(*d*) An Annual Grant on the character of the special accommodations for the higher work according to the following scheme of grades:

Manual Training

	I	II	III	IV
Woodworking and Wood-turning Shop	$10 00	$ 7 50	$5 00	$2 50
Forge Shop	10 00	7 50	5 00	2 50
Machine Shop	10 00	7 50	5 00	2 50
Combination Forge and Machine Shop	15 00	11 25	7 50	3 75
Stock Room	5 00	3 75	2 50	1 25
Teachers' Room	3 00	2 75	1 50	75
Blackboards	2 00	1 50	1 00	50
Lighting	2 00	1 50	1 00	50
Heating	2 00	1 50	1 00	50
Ventilation	2 00	1 50	1 00	50
Cloak rooms and Lavatories	4 00	3 00	2 00	1 00

Household Science

	I	II	III	IV
Kitchen	$10 00	$7 50	$5 00	$2 50
Pantry, Cupboard and Storeroom	5 00	3 75	2 50	1 25
Dining Room	10 00	7 50	5 00	2 50
Sewing Room	10 00	7 50	5 00	2 50
Teachers' Room	3 00	2 75	1 50	75
Blackboards	2 00	1 50	1 00	50
Lighting	2 00	1 50	1 00	50
Heating	2 00	1 50	1 00	50
Ventilation	2 00	1 50	1 00	50
Cloak Rooms and Lavatories	4 00	3 00	2 00	1 00

(3) (*a*) In the distribution of the grant for Manual Training, the maximum recognized value of the equipment for the different departments shall be as follows:

Woodwork	$500
Wood-turning	300
Forging	500
Machine Shop Practice	800
Library	100

(*b*) In the distribution of the grant for Household Science, the maximum recognized value of the equipment for the different departments shall be as follows:

Cookery, Sanitation and Hygiene	$500
Hand and Machine Sewing	250
Laundry Work	150
Library	100

(4) When an equipment on which the Legislative grant has been paid to its full value remains unused for two years the Minister may direct the transfer of said equipment to one of the other centres in the Province.

(5) On the report of the Inspector that the equipment or the accommodations are inadequate or unsuitable, or that one or more members of the staff are inefficient or not legally qualified, such reductions may be made in the fixed grant and in the grants payable on the equipment, the accommodations, and the salaries of the staff, or the whole grant may be withheld, as the Minister may deem expedient.

(6) The accounts of the Manual Training and Household Science departments shall be separately reported each year to the Minister, and the Legislative grants therefor shall be sent wholly for the purposes of Manual Training and Household Science. The totals of the receipts and expenditures shall, however, also be included in the General Financial Statement of the Board to the Department of Education.

Agriculture and Horticulture

Lower and Middle School

On the report of the Inspector concerned that the Regulations have been satisfactorily complied with, the Department will pay the following grants for instruction in Agriculture:

(1) To the Board an annual grant, the equivalent of the amount expended by the Board for equipment, etc., for carrying on each of the Lower and Middle School courses; but not to exceed $100 for each course.

Note.—This grant will be paid for expenditure incurred as follows: for Agricultural and Horticultural books or charts; for subscriptions to journals on farming, dairying, gardening, bee-keeping, poultry-keeping, etc.; for the purchase of Babcock milk testers, spraying equipment, pruning and grafting appliances, school bee-hives, accessories for handling bees, incubator and models for poultry equipment, apparatus for bacteriological, chemical or soil experiments; for providing vegetable and flower seed or seed grain required by pupils in their home projects; for printing instruction sheets, announcements regarding plans for work, competitions, etc.; for meeting the expenses of the teachers or committee acting with the teacher in the supervision of the work, and for such other purposes as may be approved by the Minister.

(2) (*a*) To the teacher who holds a High School professional certificate and either the degree of B.Sc. (Agr.) or the degree of B.S.A., or to the teacher who holds a Specialist's certificate in Agriculture, a grant of $120 for each of the courses (Lower School or Middle School) carried on throughout the calendar year, or of $60 for each course carried on to the end of June and $40 for each course carried on for the remainder of the year.

(*b*) To the teacher who holds an Intermediate certificate, an annual grant of $80 for carrying on each course (Lower School or Middle School) throughout the calendar year, or of $40 for each course carried on to the end of June and of $30 for the remainder of the year.

Note.—A certificate of having completed the First Course for an Intermediate certificate, with an undertaking by the holder thereof to complete the Second Course in the following year will entitle the holder thereof to qualify for the grants specified.

(*c*) To the teacher who carries on the course in more schools than one, two-thirds of the regular grant will be paid for each additional school.

(3) For conducting experimental and demonstration plots on the school grounds in connection with the class-room and laboratory instruction in the Lower and Middle School courses respectively, an additional grant of $25 will be paid to the teacher, and to the Board an additional grant, the equivalent of the amount expended by the Board for the maintenance of plots, but not to exceed $25 for each course.

Note.—This grant to the Board for the support of the special experimental and demonstration plots at, or in connection with, the schools will be paid for expenses incurred as follows: For preparing the ground by manuring, cultivating or draining; for the rental or leasing of additional land adjacent to the school grounds; for the purchase of equipment such as tools, lines, labels, hot bed, cold frame, or such other things as may be needed in carrying on the experiments; for the purchase of fertilizers or planting material, such as seed, roots, bulbs, trees, shrubs, or cuttings to be used in experiments or demonstrations; for the expense of caring for the plots during the summer holidays; and for such other purposes as may be approved by the Minister.

(4) The grants shall be apportioned on the reports for the calendar year.

(5) The accounts for the expenses incurred in connection with agricultural education shall be kept separate from the general school expenditure, and a financial statement shall be submitted on a special Form by the Secretary to the Minister at the end of December. The totals of the expenditure for agricultural education shall, however, be included in the General Financial Statement of the Board to the Department of Education. No grants shall be paid to a school until these statements are received.

Contingency of Grants

(1) If in any year the amount voted by the Legislature of Ontario for any of the services recognized above is insufficient to pay the grants in full, or if there is a balance over, the Minister may make a *pro rata* reduction or increase.

(2) On the report of the Inspector that the equipment or the accommodations of a Continuation School are inadequate or unsuitable, or that one or more members of the staff are inefficient or not legally qualified, such reductions may be made in the grants payable upon the equipment, the accommodations, and the salaries of the staff, as the Minister may deem expedient; but when a reduction is made because one or more members of the staff are not legally qualified, such reduction shall not exceed a maximum of one hundred dollars for each unqualified teacher.

(3) On the report of the Inspector that a Regulation governing a Continuation School has been violated, such reduction may be made in the total grant payable to the school as the Minister may consider expedient.

APPENDIX B

Requirements and Grading of Accommodations

Note.—These Regulations have been framed partly with a view to guide the Continuation School Inspectors in grading the accommodations of schools and partly to guide architects in the planning of new school buildings.

1. The site and plans of every Continuation School hereafter erected or remodelled shall be subject to the approval of the Minister on the report of the Inspectors concerned.

2. (*a*) Below are detailed the requirements for the accommodations of Grades C and B Continuation Schools, except those for Manual Training, Household Science, and Agriculture and Horticulture, which are detailed in special circulars issued by the Department.

(*b*) The accommodations shall be considered as divided into four grades, according to their character and extent, and the report thereon of the Continuation School Inspector shall be in accordance with this classification.

(*c*) Where, in the case of Grade B, any part of the accommodations is used jointly by the Continuation and the Public or Separate Schools, the grading shall be at least one degree lower than if the accommodations were wholly separate.

(*d*) Grade A Continuation Schools shall be under the same regulations as to accommodations as High Schools, with the same number of teachers. *See High School Regulations.*

School Site and Grounds

3. (*a*) Without the Minister's consent, which will be given only for exceptional reasons, the school grounds of schools hereafter established shall be not less than three acres in extent. They shall not be swampy, or low-lying and shall be easily accessible, not exposed to disturbing noise or noxious odours, properly levelled, graded and drained and, ornamented with trees, shrubs and flower beds. They shall also have separate entrances, dry walks and recreation grounds for the sexes.

(*b*) The school building shall be not less than thirty feet back from the lot line at any street or roadway and shall be so situated on the grounds as to enhance its architectural appearance. The grading and laying out of the grounds shall be made to harmonize with the design of the building. No trees shall be placed so close to the school building as to check the free passage of air and light. A flag and flagstaff shall be provided, suitably placed on the school building or grounds.

Note.—Grades I and II shall hereafter be given only when the school grounds are spacious and well kept.

Buildings

4. (*a*) The school board shall submit for the approval of the Inspector concerned the preliminary sketch plans for the proposed building or alterations or additions to the existing buildings, and shall lodge with him a blue print

copy of such sketches; and shall afterwards submit for the final approval of the Minister and shall lodge with him a blue print copy of the completed working drawings embodying any modifications made, or suggested by the Inspector, on the preliminary sketches.

(*b*) Working drawings shall show clearly all construction and means of heating and ventilation in detail.

(*c*) The school building should be planned that every class-room shall have direct sunlight during some part of the day. In schools of more than four class-rooms there shall be separate entrances for the sexes with vestibules or covered porches and separate means of egress at the rear to the recreation grounds. No class-rooms shall be placed in the basement, except where the portion of the building containing such rooms is above grade level, and then only with the approval of the Inspector concerned.

(*d*) All floors in basement portions for boiler room, coal storage-room, engine rooms, fan rooms, plenum chambers and passageways for heating or other ducts shall be laid in concrete on a bed of gravel or broken stone and finished in cement, coated with a hardener to prevent dust, and all floors shall be properly graded to a floor drain.

(*e*) The remainder of the basement of the building shall be excavated to a depth of two feet, concreted as already described and the surface left rough; and where the floor over this part is carried on wood joists, the space underneath shall be ventilated from the outside and natural light introduced. Where the nature of the grade or other considerations demand and permit, the whole area or parts of the area of the building may be filled with gravel or other hard stuff and concreted to receive creosoted sleeper joists which shall be bedded and flushed up between with cinder concrete to receive a finished wood floor. The surface of the concrete on which sleepers are bedded shall first be waterproofed.

(*f*) In no case should the finished ground floor level be less than two feet above the finished grade.

(*g*) Where below grade, the outer face of all outside stone or brick walls shall be plastered with cement and all outside stone, brick or concrete foundation walls shall be levelled at finished grade and waterproofed on outer face and on top with recognized waterproofing compound. Weeping tiles shall be placed all around the inside of outside walls at footings, and connected to drains to ensure a perfectly dry area under the building.

(*h*) Where not constructed of incombustible material the ceilings of the boiler-room and coal storage-room shall be lathed in metal lath and plastered and again metal lathed on 7/8-inch channels and plastered. All other ceilings in basement room shall be lathed and plastered. All upper floors, if of wood construction, shall be sound-proofed with mortar, felt or other suitable deafening, and shall be double floored and finished in hardwood.

Exits, Corridors and Stairways

5. (*a*) All exit or entrance doors shall be made to swing out and shall be provided with door checks for closing and with devices for opening them instantly from the inside in the case of fire. The width of the exit doors shall be computed on the basis of three feet for every one hundred pupils to be accommodated in the building; in no case shall the exits exceed six feet in width.

(*b*) The entrances, vestibules and corridors shall be roomy and well lighted, and shall be placed so as to admit of separate entrances for the sexes. Corridors between staircases shall have a minimum width of eight feet where four or fewer than four class-rooms open into it; where more than four class-rooms open into it, the corridor shall be increased in width by one foot for each additional class-room opening into it. Where lockers are placed in corridors, the minimum width of corridors shall be nine feet.

(*c*) No stairway shall be less than four feet in width, measuring between handrails, nor more than five feet in width, measuring between handrails. Landings shall be one foot wider than stairs and spaces at the bottom and the top of stairway shall be free of any doorway opening, by the width of such opening without obstruction. Risers shall be not more than six and three-quarter inches, with treads not less than ten and three-quarter inches, measured from tread to tread and rise to rise. Handrails shall be placed on both sides of stairways, and all handrails at the turn of the stairs shall be rounded to a radius of two feet. All exposed soffits of stairs, where of wood, shall be plastered on wire lath. No cupboards shall be allowed under the stairs. Stairways shall be placed as far apart as practicable, and shall be continuous from the entrances at grade to the topmost floor level, and shall discharge close by the exits.

6. (*a*) Suitable fire escapes shall be placed on all non-fireproof buildings of more than one storey.

(*b*) Where no ample water supply is available, chemical extinguishers shall be provided, one to every two class-rooms, and hung in the corridors where they may be readily seen.

(*c*) A suitable hatchway shall be made to give access to the roof space.

Class-Rooms

7. Except in the case of a Grade C School with an assistant teacher, the class-rooms of the Continuation Schools shall be wholly separate from those of the Public or Separate School. They should be conveniently arranged, oblong and well proportioned in shape, the length being about one-third greater than the breadth. A superficial area of twenty square feet and a cubic air space of 250 feet, exclusive of cap-rooms, shall be allowed for each pupil. Hardwood should be used for the floors and stairways. Any wood of such quality and grain as would take an oil or varnish finish will suit for the rest of the woodwork. Wood finish instead of plaster may also receive the highest grading. If calcimined or papered, the walls shall be kept free from dust and renovated when necessary. If painted, they shall be washed down frequently and repainted as often as may be necessary. Where it is difficult to keep the ceilings in repair, metallic sheathing should be used. Suitable colour schemes (the ceiling being of a light tint) should be adopted for the halls and class-rooms. A soft colour—a light greenish or stone grey or a dull blue—suits the class-room walls; while for the halls terra-cotta shades afford a suitable contrast.

The doors shall swing outwards or both ways. There shall be at least one waste-paper basket for each room and the floors shall be kept in good order. A closet or a cabinet shall be provided for utensils used in school work; also a suitable bookcase. In schools with three teachers, at least one separate class-room shall be provided for science teaching; in schools with only two, one of the

ordinary class-rooms may be used for this purpose, but for Grade I a laboratory shall be provided. Where the ventilation is not automatic, a movable fanlight shall be placed over each class-room door. The class-rooms should be decorated with good pictures, casts and vases, and other suitable ornaments. Grade I shall not be given unless suitable decorations are provided. A reasonable expenditure for this purpose will be expected from year to year.

For colour schemes and lists of suitable pictures and other decorations, see *Educational Pamphlet No. 5*: List of Reproductions of Works of Art.

Assembly Halls

8. In Grades A and B Schools one of the class-rooms should be large enough to accommodate all the pupils in attendance, but a special well-appointed assembly hall is valuable and should when practicable be provided, for the purpose of general instruction and of the due development of the social phases of school life. Such a hall should have a floor space of about 8 square feet per pupil.

Library and Teachers' Private Room

9. There shall be at least one room for the private use of the teaching staff of suitable size and comfortably furnished. The furniture shall include a couch for cases of emergency. A room for a library should be provided; but, where the teachers' room is large enough, it may be used as a library also.

Waiting-Rooms or Lunch-Rooms

10. The waiting-rooms or lunch-rooms for the sexes shall be conveniently situated with respect to the class-rooms, properly heated and ventilated, and furnished with benches and tables.

Desks

11. There shall be a single desk for each pupil in attendance. The desks shall be of suitable size, with movable seats and adjustable lids. In each school room the outer row on each side should consist of adjustable seats and desks to be adapted to pupils who are below or above the average size. The pupil, when seated, must be able to place his feet fully and easily on the floor. There shall be a desk and a chair in each class-room for the use of the teacher, and at least one chair for visitors. A sloping stand for the gazetteer and the large dictionary shall also be provided. The laboratory shall be supplied with suitable tables for experimental work in both Physics and Chemistry.

Note.—Grades I and II shall be given only when there are single desks and suitable provision has been made for practical work in Science.

Blackboards

12. The blackboards shall be of sufficient extent and of good quality (slate or ground glass preferred), properly placed in regard to light and distance from the floor, and furnished with troughs to hold chalk dust. There shall be a suitable supply of erasers for teachers and pupils, and the troughs and erasers shall be cleaned every day. *Every possible precaution should be taken against dust in the school room.*

Grades I and II shall be given only when the blackboard is slate or ground glass.

Cloak Rooms

13. (*a*) Separate cloak rooms shall be provided for the sexes and may be placed off the waiting-rooms or class-rooms. They shall be provided with strong hooks, placed not less than twelve inches on centres, in two rows; and aisles between hanging rails shall not be less than four feet wide, and the windows shall be so arranged that light shall travel down each aisle. Suitable clips with drainers shall be fitted for umbrellas, and a suitable shelf for rubbers shall be provided.

(*b*) The cloak-rooms, wherever placed, shall be heated and separately ventilated. If individual metal lockers are used, they may be built in flush with the walls in corridors, and set on a concrete base, and shall be heated and mechanically ventilated, and fitted for holding umbrellas and rubbers.

(*c*) If placed in locker rooms the lockers shall be placed to form aisles four feet wide.

Bicycle Room

14. Bicycle rooms may be provided for the sexes, placed along one wall, in a room adjoining the waiting-room, easily accessible to the outside and fitted with bicycle stands.

Janitor's Closet

15. A ventilated janitor's closet with slop sink should be provided opening off the corridor on each floor, large enough to take the washing pails, brooms, and floor cleanser containers.

Water Supply

16. (*a*) The water supply shall be pure and adequate. Where there is no other source of water supply, there shall be a well on the school premises (artesian if at all practicable) properly protected against pollution. If a dug well, it shall be thoroughly pumped and cleaned out at the close of each vacation, and at such other times as may be recommended by the Principal. Where water on pressure is not available, earthenware or graniteware water tanks with covers and taps are obligatory, and individual cups should be provided for the use of the pupils. A pressure tank with gasoline-driven pump, or automatic or electric motor-driven pump, may be installed in the basement of the school and connected with the artesian well.

(*b*) In urban schools, where pure water on pressure is available, or where a pressure tank is installed, an adequate number of suitable bubblers of a sanitary character will be necessary for the highest grading, except in cases where there is a sufficient number of taps, the use of which is so guarded and supervised that only individual cups are used and the pupils in no case apply their lips to the tap.

(*c*) Satisfactory arrangements by means of storage tanks or otherwise shall be made for providing a suitable supply of water in the laboratories and the art room.

NOTE.—Grades I and II shall be given only when the water supply is inside the building.

Closets

(3) When outside of the school building, the closets for the sexes shall be under separate roofs several feet apart. Each compartment shall be about 2½ feet wide, fully lighted and ventilated, with a door about 3 inches short at the bottom, and 6 inches short at the top. The compartments are best divided by partitions carried up 6 feet only. The boys' closet shall be built of glazed brick or similar material, or of wood, painted a dark colour and sanded, with the floors of cement or brick, placed at least a foot above the ground. Urinals, of slate or other non-absorbent material, divided into compartments, shall be provided for the boys, and separate and locked closets for the teachers. The closets and urinals shall be cleansed and disinfected at suitable intervals. Covered walks shall be laid from the door of the school building to the closets. A wall or a close, high, board fence shall be provided between the boys' and the girls' side, from the closet to the school building, and the entrance to the closets shall be properly screened. When a Public or a Separate School is in the same building as a Continuation School, the closets for Continuation School pupils should be wholly separate from the closets of the other pupils. Where the closets are inside the building the above conditions shall apply *mutatis mutandis*. The number of closets shall be one for every 25 boys, and one for every 15 girls. There shall not be more than one seat in each compartment. One urinal compartment should be provided for every 20 boys. For urinals a system of stalls with a gutter below is better than one of bowls or troughs.

(*b*) When closets are inside of the school building, see High School Regulations, page 32, section 19.

NOTE.—Grades I and II shall be given only when a suitable system of flush closets has been installed.

Heating

18. (*a*) Where the staff consists of fewer than three teachers, buildings may be heated by hot air furnaces. This system is not recommended, however, but if it is used, means of drawing fresh outside air into the class-rooms as well as means of venting the vitiated air near the floor must be provided. Water pans should also be provided and kept filled to humidify the air in the rooms. A low pressure steam system is recommended, either a one-pipe or a two-pipe gravity system, or a vacuum return system, according to the size of building under consideration. The system selected should be designed to maintain a temperature of sixty-eight degrees Fahrenheit in the building during the coldest weather, and a system of automatic temperature control should be installed with thermostats and thermometers in each class-room to maintain a constant temperature under all outside conditions, and also apparatus to maintain a constant temperature in the fresh air supply.

(*b*) The radiators in the class-rooms and all other rooms should be of the wall type, preferably without cross bars, to permit of easy cleaning, and should be placed below the windows to counteract the cold down draught. In the finished portions of the building exposed piping should be avoided as far as possible, but all piping in wall cases and under floors should be fully protected with covering to prevent freezing or undue condensation of the steam.

(*c*) Where boilers are of the tubular type, the boiler room should be long enough to permit of withdrawing the tubes for renewal, and provision should be

made in the basement wall for the removal of the whole boiler. Provision should be made in the plumbing contract for water supply to the boiler and drain connection to draw the water off the boiler.

NOTE.—Grades I and II shall be given only in the case of schools heated with hot air, or steam or hot water radiators.

Ventilation

19. (*a*) All school buildings shall have a ventilating system. Ventilation must be provided for all class-rooms, science rooms, art rooms, manual training rooms, household science rooms, assembly halls, gymnasiums, waiting-rooms, cloak rooms, lavatories and janitor's closets.

(*b*) The class-rooms and other rooms which will be occupied constantly during school hours should be supplied with thirty cubic feet of air per minute for each pupil. The assembly hall and gymnasium should have four changes of air per hour, while the lavatories, janitor's closets and the cloak rooms shall be ventilated by means of an independent exhaust system, with inlets from fresh air supply ducts.

(*c*) The fresh air should be supplied to the rooms through grill-covered openings about eight feet above the floor, and should be approximately five degrees warmer than the minimum temperature for rooms. The vitiated air should be vented from the rooms near the floor, and the outlet opening should be fitted with a cut-off door or damper to prevent a back draught or a circulation of air when the rooms are unoccupied. Both supply and vent openings should be in the same wall near the centre, and preferably opposite the windows. All ducts shall be of incombustible materials.

(*d*) Where electric power is available, or where it is practical to install a steam engine, a fan should be installed to supply the fresh air to the ventilating system, together with tempering coils and humidifying apparatus, to maintain a temperature of seventy-five degrees Fahrenheit, and at least fifty per cent. saturation of the air during the coldest weather.

(*e*) The lavatory exhaust system should be designed to exhaust 50 c.f.m. from each W.C., 100 c.f.m. from each urinal, and 25 c.f.m. from each slop sink. The cloak rooms should be allowed six changes of air per hour.

(*f*) In the chemical laboratory a special ventilating system should be installed to exhaust the fumes from the room through hoods or outlets, placed close to the source of fumes. The ducts for this system should be constructed of acid-resisting material.

(*g*) Where electric energy is not available and where it is impracticable to use an engine-driven fan, the air may be circulated by means of aspirating coils, placed in the fresh air supply flues and in vent flues from lavatories.

NOTE.—Grade I shall not be given for ventilation unless suitable provision is made for ventilating the cloak rooms, the lavatories and the gymnasium.

Lighting

20. (*a*) Windows shall be placed on the long side of the class-room only, so as to introduce the light from the left of the pupils. They shall have a net glass area of not less than one foot to every six feet of floor area, except in rooms

which face directly north, which shall have an area of not less than one foot of net glass area to every five feet of floor area. Window heads shall be square and shall be not less than twelve inches below the finished ceiling. The height of the windows at sills shall measure not more than three feet two inches from floor to glass. As far as practicable wide, brick piers should be avoided between lights; and the windows should be placed approximately four feet from the cross wall at the teacher's end; at the other end they should be in line with the back of the last row of seats. All windows shall be made to open. When box frames are used, all sashes should be double hung, and suitable poles with hooks shall be provided for opening the upper sash. Where steel sashes are used, a portion of the upper centre of each bay shall be made to open. Translucent window shades or blinds shall be applied to all windows and shall be placed on sliding guides so as to be adjustable to any height. In a class-room where it is necessary to darken the room for lantern purposes, there shall be a second blind, which shall be opaque.

NOTE.—Grade I shall be given only when the lighting is from the left and is otherwise satisfactory.

(*b*) Where electric service is available, the system shall be installed as follows: All wiring shall be in conduit. Class-rooms shall have one candle power to two feet of floor area; corridors and staircases and enclosed fire-escapes one candle power to four feet of floor area; assembly hall and gymnasium, one candle power to two and one-half feet of floor area.

MINIMUM EQUIPMENT

For Continuation Schools, the equipment shall be suitable and adequate in amount and of the following minimum value:

(1) For Grade C Schools having only one teacher:

Library	$150
Scientific apparatus	150
Biological specimens	50
Maps, charts, globes, etc.	50
Art models and supplies	50

(2) For all other schools:

Library	$300
Scientific apparatus	300
Biological specimens	50
Maps, charts, globes, etc.	50
Art models and supplies	50

(3) The equipment for a Continuation School shall be approved from time to time by the Inspector of Continuation Schools, and shall be used only for Continuation School purposes.

(4) The Board shall expend on equipment such further sums as may be required by the Minister of Education, on the report of the Inspector of Continuation Schools.

Ministry of Education, Ontario
Historical Collection

NOTES: 1.—Without the special equipment, the teaching cannot be effective, more particularly without a supply of suitable books for the library and of apparatus for teaching Science. In rural communities the advisability of substituting the Courses in Agriculture for the Courses in Science of the Lower and Middle Schools should be considered.

2.—At least one locked press or cabinet should be provided to contain the books and the apparatus. The chemicals should be kept in a separate press. For the safe keeping of all the equipment, the Board should hold the principal responsible; and, on a change of principal, it should investigate the condition of the equipment.

3.—The special equipment shall be entered under suitable heads in the catalogue separately from the ordinary equipment, which later shall not be included in computing the grant for the Continuation Schools. The catalogue and the invoices of new equipment shall be inspected at each visit by the Inspector or Inspectors concerned. The invoices shall be kept on file at the school. The various items of the equipment shall also be valued by the Inspectors as often as may be rendered necessary by the condition of said items.

4.—In a suitable book a record shall be kept of the books taken from the library during the school year. It shall be the duty of the teachers to guide and encourage the pupils in the use of the library.